

City of *Elgin*

P.O. Box 128
Elgin, Oregon 97827
180 N. 8th
voice/fax 541 437-2253
elgin1@eoni.com

April 27, 2004

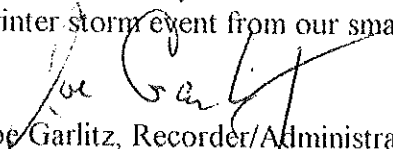
Department of State Police
Emergency Management
Denise Choin
P.O. Box 14370
Salem, OR 97309-5062

Re: FEMA-DR-1510-OR; PA 061-22550; PW 51

Dear Ms. Choin,

Enclosed are signed copies of the Project Completion & Certification Report, and the Payment Request forms per your instructions.

I wish to thank you and FEMA for assistance in relieving a large part of the burden from this winter storm event from our small city.


Joe Garlitz, Recorder/Administrator



Oregon

Theodore R. Kulongoski, Governor

Department of State Police

Oregon Emergency Management

P.O. Box 14370

Salem, OR 97309-5062

(503) 378-2911

FAX (503) 373-7833

TTY (503) 373-7857

www.osp.state.or.us/oem/

April 15, 2004

City of Elgin
Dan Breshears
P O Box 128
Elgin, OR 97827



RE: FEMA-DR-1510-OR
PA: 061-22550
PW: 51

Dear Mr. Breshears:

Enclosed you will find copies of the Project Worksheet(s) (PW) for your files. When a PW total is less than \$54,100 (small project), distribution of the federal share of the eligible cost estimate can be made upon your request for payment.

Enclosed you will also find a copy of the Payment Request form that must be filled out to request funds. The project does not have to be completed, nor do the costs have to be verified (small projects only). The payment amount will be the approved PW amount. FEMA requires OEM to pay all small projects within 45 days of obligation. Please submit your payment request no later than 30 days from the date of this letter.

Upon completion of your project, you are required to submit a Certification of Completion and Compliance with Federal and State Regulation form (P4)

If you have any questions, please call me at (503) 378-2911, ext. 22222.

Sincerely,

Denise Choin
Acting Grants Coordinator

Enclosures

O:\recovery\1510\letters\1stletter.doc



Important information to assist you with your packet.

Your packet should include:

Project Worksheet (PW)

These will be for either large or small projects.

Large projects are over \$54,100 and are paid on a reimbursement system. You may submit a Payment Request any time with back-up documentation. Upon completion of the project, you must call for a Final Inspection.

Small projects are under \$54,100, and are payable immediately. Please send in your Small Project Payment Request Forms as soon as possible. When your project is completed, please submit your P'4 so project may be closed.

Project Completion and Certification form (P4 form)

When you have completed work on any Project Worksheet, you will need to submit a P4 form. The P4 must have the completion date and be signed by the applicant. We will then process the paperwork to close that PW.

Project Application Summary (P2)

This form is for your information. A new P2 is sent with every new package you receive. You may use this form to keep track of your PW's.

Payment Request Form

You will need to use one of the two options. Small projects can be paid immediately. Large projects can be paid in progressive payments. There will be Payment Request form for each PW. Payments on any project will not be made until your signed Contract and Payment Request Form has been received in OEM.

Statement of Documentation and Final Inspection Report

This form is to be used with large projects only. When you are ready to close your project, please fill this out and send it in with your request so a final inspection may be scheduled.

DATE: 04/12/2004

FEDERAL EMERGENCY MANAGEMENT AGENCY
PROJECT APPLICATION SUMMARY (P.2)
DISASTER #: 1510

PACKAGE NO: 7

P.A. ID: 061-22550-00 APPLICANT: ELGIN (CITY OF)

PW#	VSN	CAT	INF	COST SHR	PROJECTED COMPL DATE	APPROVED PW AMOUNT
51	0	B	N	N	08/19/2004	\$6,254.08

Site Number: 1

DAMAGED FACILITY: CITY OF ELGIN

FACILITY LOCATION: BECAUSE OF THE WINTER STORM EMERGENCY, THE COUNTY PUBLIC WORKS DEPARTMENT PROVIDED ACCESS ON ROADS AND STREETS WITHIN THE CITY, APPROXIMATELY 22 MILES (MAP ATTACHED). THE PUBLIC WORKS DEPARTMENT USED ONE (1) GRADER (WITH OPERATOR & BLADE), AND (1) DUMP TRUCK (WITH OPERATOR), AND ONE (1) END LOADER (WITH OPERATOR) TO ACCOMPLISH THE EMERGENCY ROAD AND STREET CLEARING. LABOR WAS OVERTIME ONLY AND IS ELIGIBLE AS EMERGENCY PROTECTIVE MEASURES. THE NARRATIVE SUPPLEMENTS THIS SCOPE OF WORK. ALL TIME REPORTS FOR LABOR AND EQUIPMENT WAS REVIEWED AND NO ERRORS WERE DETECTED. THE APPLICANT WILL MAINTAIN ALL RECORDS AT THE CITY HALL IN ELGIN, OREGON.

	1 PW	\$ AMOUNT ELIGIBLE	\$ FEDERAL SHARE
PWs:		\$6,254.08	\$4,690.56
SUBGRANTEE ADMIN EXP:		\$187.62	\$187.62
TOTAL:		\$6,441.70	\$4,878.18
GRAND TOTAL:	1 PW		

	\$ AMOUNT ELIGIBLE	\$ FEDERAL SHARE	
PWs:	\$6,254.08	\$4,690.56	
SUBGRANTEE ADMIN EXP:	\$187.62	\$187.62	GRANTEE
TOTAL:	\$6,441.70	\$4,878.18	ADMIN EXP: \$97.56

APPROVED BY: DENNIS BURTON
PUBLIC ASSISTANCE OFFICER

DATE: 04/08/2004

Project Completion and Certification Report (P.4)

Disaster #: 1510

A. ID: 061-22550-00 Applicant: ELGIN (CITY OF)

PW#	INF	Approved Proj. Amt.	Version	C S	Cat	Work Done By	Projected Compl. Date	% Compl. at Insp.	Elig Amount	Actual Date Completed	Amt. Claimed by Applicant	Comments
51	N	\$6,254.08	0	N	B	7	08/19/2004	100	\$6,254.08	3-26-07	\$ 6,254.08	

Total for 1 PW

\$6,254.08

Subgrantee Admin:

\$187.62

Grand Total:

\$6,441.70

Project Completion and Certification Report (P.4)

Disaster #: 1510

A. ID: 061-22550-00 Applicant: ELGIN (CITY OF)

CERTIFICATION

HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF ALL WORK AND COSTS CLAIMED ARE ELIGIBLE IN ACCORDANCE WITH THE GRANT CONDITIONS, ALL WORK CLAIMED HAS BEEN COMPLETED, AND ALL COSTS CLAIMED HAVE BEEN PAID IN FULL.

SIGNED: Joe Garcia

DATE: 4-26-2004

APPLICANT'S AUTHORIZED REPRESENTATIVE

Joe Garcia, Administrator

I CERTIFY THAT ALL FUNDS WERE EXPENDED IN ACCORDANCE WITH THE PROVISIONS OF THE FEMA-STATE AGREEMENT AND I RECOMMEND AN APPROVED AMOUNT OF \$

DATE:

GOVERNOR'S AUTHORIZED REPRESENTATIVE

1510 SEVERE WINTER STORM PAYMENT REQUEST FORM SMALL PROJECTS (UNDER \$54,100)

State of Oregon

AGENCY NAME Oregon Emergency Management PO BOX 14370 Salem, OR 97309-5062
SUBGRANTEE (warrant to be payable to)

INSTRUCTIONS TO SUBGRANTEE: Submit this form to claim payment for reimbursement of costs associated with the repair or restoration of damaged facilities documented on the Damage Survey Report.

Subgrantee's Certificate. I hereby certify under penalty of perjury that the items and totals listed herein are proper charges for materials, merchandise or services to the State of Oregon, and that all goods furnished and/or services rendered have been provided without discrimination because of age, sex, marital status, race, creed, color, national origin, handicap, religion, or Vietnam era or disabled veterans status.

Disaster Number: FEMA-OR-DR 1510

PA ID (FIPS) Number: 061-22550-00

PW Number: 51

Federal Tax ID Number: 93-6002155

Joe GARCIA

Print Authorized Agent's Name

Joe Garcia

Signature of Authorized Agent

Administrator

Title

Date

A. 6,254.08 100% of Project Worksheet

B. 4,690.56 75% of Project Worksheet

OEM USE ONLY:

PCA: _____

Object: _____

Payment #: _____

75% Expenditure amount: _____

Administrative allowance amount: _____

Payment Amount: _____

Prepared By _____

Date _____

OEM Approval _____

Date _____

PUBLIC ASSISTANCE GRANT SUMMARY (P.5)

Disaster#: 1510-DR State: OR

APPLICANT: 061-22550-00 ELGIN (CITY OF)

PKG	Date Approved	PW	CAT	INF	Share	Cost	Project Amount	Federal Share	Subgrantee Admin	Total Approved
7	04/08/2004 10:04	51-0	B	N	N		\$6,254.08	\$4,690.56	\$187.62	\$4,878.18
APPLICANT TOTAL IN PKG 7 (1 PW)							\$6,254.08	\$4,690.56	\$187.62	\$4,878.18
APPLICANT TOTAL: 061-22550-00 (1 PW)							\$6,254.08	\$4,690.56	\$187.62	\$4,878.18
TOTAL for report: (1 PW)							\$6,254.08	\$4,690.56	\$187.62	\$4,878.18